

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号:</b> Announcement No.	CNFJ-N01CP-14-04
		<b>募集締切日:</b> Closing Date	22 Sep 04
		<b>発行日:</b> Date of Issue	16 Sep 04
<b>1.職種名</b> Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u> )  <div style="text-align: center;">Secretary #198</div> <div style="text-align: center;">秘書職</div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative         <input type="checkbox"/> 技能系 Blue Collar Trade         <input type="checkbox"/> 保安系 Security         <input type="checkbox"/> 医療系 Medical       </div>		<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 1.5em;">1 名</div>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity Commander, U.S. Naval Forces, Japan Human Resources Office, Yokosuka <b>勤務場所</b> Working Place 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( 月 Months )	
<b>3.勤務時間</b> Work Schedule (週 40 時間制 hrww) <b>勤務日</b> Work Days Monday thru Friday <b>勤務時間・休憩</b> Work Hours/Recess Period 08:00 – 16:45 (12:00-12:45) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties: Serves as a personal assistant to the Deputy Director, HRO as well as provides Administrative/Clerical assistance to the EEO office. Receives telephone calls and visitors; answers inquiries including substantive questions not requiring technical knowledge; schedules and maintains Deputy Director's and EEO Specialist's calendars and appointments and assures that the both are fully briefed on the event scheduled on each day as well as matters to be considered before the scheduled meetings. Attends meetings as required to take notes and summarizes the proceedings. Reviews incoming correspondence and independently takes routine and administrative actions by coordinating matters with other offices for information; reviews outgoing correspondence for conformance with established procedure and general policy; advises supervisor on matters pertinent to administrative procedures such as clearance of correspondence, past practices regarding reports, application of local regulations, etc. Maintains central files for HRO and updates all instructions; provide interpreting support for meetings or introductions; and maintains USCS and MLC timesheet. Represents HRO for CNFJ MWR committee.			
<b>7.資格要件／身体条件</b> Qualification / Physical Requirements a. One year of clerical, technical, or administrative work experience in any field OR completion of 4 years college/university in any field. b. Knowledge of clerical and administrative procedures and requirements efficient to perform general office work auxiliary to the supervisor's program. c. Skill in operating personal Computer (MS Word, Excel, Power Point and Outlook). f. Ability to speak, read and write English at fluent proficiency level (LAD-3). *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するもの Certificate of English Proficiency <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
<b>問い合わせ先</b> for Job Inquiries	<b>提出先</b> Office to Submit	<b>事務処理欄</b> For Official Use
〓 担当部署／担当者名 Office/POC COMNAVFORJAPAN, HRO Yokosuka Ms. Ueda 直通 046-816-5739 (DSN243-5739)	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO, MLC/IHA Employment Office (Code N132) ☎046-816-8153 (内線/Extension) 243-8153	PD No.: CNFJ-N01CP5-001  PD is accurate and current. Certified by Activity. tw  HRO: jo9/16 so9/16

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.